



COUNTY OF ERIE

POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: AUGUST 21, 2015

CLOSING DATE: SEPTEMBER 4, 2015

TITLE: FISCAL TECHNICIAN

GRADE: 117

DEPARTMENT: Library

BARGAINING UNIT: AFSCME Clerical/Technical

ENTRY RATE: \$12.22 /hour, \$23,829/annual HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

This is an advanced clerical/accounting position involving the application of bookkeeping principles and practices. An employee in this class performs advanced bookkeeping duties in recording, reviewing, processing, and controlling financial records and documents. Work involves examination of a variety of financial records and documents for propriety, quality, and conformance to established accounting procedures and maintenance of difficult bookkeeping systems. Work frequently involves responsibility for establishment and review of internal processing procedures and regulations. Accounting problems and irregularities are referred to an accountant who reviews work periodically and upon completion for overall standards of performance.

DUTIES & RESPONSIBILITIES:

Handles purchase requisitions, purchase orders and ordering of supplies, checks for sufficient funds in budgetary line items, and proper authorization. Resolves any problems with appropriate department heads or designee. Maintains vendor records, and resolves disputes with vendors. Assists accounts payable users in other departments. Works with Library Technical Services Department to manager internal purchase orders. Reconciles book and audio visual balances between FMS and SIRSI Computer systems on a regular basis. Counts money taken in throughout all library outlets on a daily basis, and checks receipts against daily transaction reports. Prepares deposits for all Library outlets. Preaudits mileage payroll. Reviews all travel expense reports for accuracy, completeness, and compliance with County rules and regulations. Handles data entry for revenue and invoices received related to library programming, staff development and advocacy, reimbursed by the Friends of the Library. Handles data entry for Library budget projections. Assists with payroll justification forms and reporting. Assists with scheduling and record keeping for Hirt Auditorium and Admiral Room. Files all related documents. Acts as liaison with companies regarding phones, copiers, and other office machines. Maintains Library telephone master list. Handles inventory and fixed asset accounting and updating

throughout all library outlets by updating asset information in the computerized accounting system. Create, maintain and order all library literature and handouts as needed. Maintains monthly statistical data to be used in monthly and annual reports sent to Commonwealth Libraries. Assists in other clerical duties such as filing if time allows.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS, & ABILITIES:

Thorough knowledge of bookkeeping principles and practices. Ability to use computerized accounts payable and general ledger systems. Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Ability to work independently with other departments and outside vendors. Ability to enter and track data and maintain schedules. Knowledge of modern office equipment and practices. Ability to apply County fiscal policies and procedures.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school graduate plus minimum of three years of experience involving the maintenance of financial records, including one year of responsible work on a computerized financial or information system; or an associate degree in accounting and one year of experience in maintaining financial records on a computerized accounting system; or any equivalent combination of experience and training. Ability to type 30 words per minute. Able to lift 50 pound boxes.

CONDITION OF EMPLOYMENT:

The selected candidate will be **pre-employment required** to obtain, at their own expense, 3 forms of clearance, including PA State Police Criminal History Record Check; PA Child Abuse History; and FBI Criminal History Background Check including finger printing.